

**STANDARD OPERATING PROCEDURES (SOP)  
RECYCLING IN OFFICE, ADMINISTRATION  
AND OTHER WORK AREAS**



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**Directorate of Public Works  
United States Army Garrison - Heidelberg  
Environmental Division  
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**U.S. ARMY GARRISON, HEIDELBERG  
STANDARD OPERATING PROCEDURES (SOP)  
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AND OTHER WORK AREAS**

1. Purpose: To establish an effective Solid Waste Management Program in the Office and Administration Areas at the United States Army Garrison, Heidelberg, Germany (USAG-Heidelberg).

2. Scope: Applicable to all United States Army service members and their family members, United States ID card holders, DoD civilian personnel, DoD contractor personnel, Host Nation employees and Host Nation contractor personnel assigned or having access to USAG - Heidelberg installations.

3. Discussion: The continuing need to minimize waste generation, coupled with the high cost of waste disposal and the requirements of host nation laws makes it necessary to implement every measure possible to enforce recycling efforts within the USAG-HD. Executive Order (EO) 13101, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition", establishes waste minimization and recycling objectives and goals to improve waste recycling efforts at existing and new facilities. Efficiency in operations and the elimination of wasteful practices along with new construction projects are proven means of achieving measurable waste generation minimization and enhancing the quality of life without compromising readiness, safety, effectiveness. Efforts are directed to expand and enhance the Solid Waste Management Program already in existence. This Standard Operating Procedure (SOP) provides instruction to implement the Solid Waste Management Program within office and administration areas at USAG-Heidelberg, Germany.

4. Goals: USAG-Heidelberg's goals are:

- a) Increase the amount of recycling of solid waste in unit and administrative areas.
- b) To achieve maximum practical recycling of solid waste within office and administration areas, while performing the assigned mission, and ensuring the health, welfare and safety of the community and the workforce.
- c) To ensure that the Environmental Compliance Officer (ECO) and/or office area supervisors provide education and training to personnel and implement and monitor personnel recycling of solid waste measures and practices.

1. Responsibilities:

- a. The Garrison Commander shall:

- (1) Ensure that the Solid Waste Management Program is implemented IAW all applicable Host Nation, federal and state laws and regulations.

b. The Director of Public Works shall:

- (1) Provide administrative and financial support for the Solid Waste Management Program.

c. The Chief, Operations & Management (O&M) Division, shall:

- (1) Be responsible for the supervision of the installation Solid Waste Management Program.
- (2) Ensure Recycling Guidelines, (Enclosure 1), are incorporated into facility operations, maintenance, improvements, renovations, and repairs.
- (3) Ensure efficient recycling measures are integrated into the maintenance of equipment and facilities.
- (4) Ensure that recycling measures are included in current and future projects through technical review.

d. The Solid Waste Manager shall:

- (1) Manage the Solid Waste Management Program and provide oversight and co-ordination of the day to day operations of the Recycling Program.
- (2) Exchange information with the SORT coordinator on Recycling Program status, accomplishments, and recommendations for improvements.
- (3) Ensure that the Solid Waste Management Program is integrated and supplement the applicable environmental pollution prevention measures.
- (4) As the Program Manager initiating new policy and guidelines for the Solid Waste Management Program.
- (5) Provide guidance to ensure sustainability is incorporated in to projects and events
- (6) Be responsible for the overall co-ordination and implementation of the USAG-Heidelberg Solid Waste Management Program, and act as the main point of contact for solid waste and recycling issues.
- (7) Be a permanent member of the EMS Cross Functional Team (CFT) and the Environmental Quality Control Committee (EQCC).



- (8) Be the consumer and customer service point of contact for all solid waste and recycling related matters.
- (9) Supported by the EMS Coordinator provide training and informational materials to the appointed unit representatives (ECOs) tasked with monitoring and enforcing recycling in office and administrative areas throughout the UASG-HD footprint. This support will include the dissemination of literature, guidance, and training aids as necessary to maintain the awareness of the program. Each directorate/tenant shall be responsible for making their ECO designation.
- (10) Meet at least quarterly with the ECOs and representatives.
- (11) Review all solid waste management and recycling related work requests to ensure accuracy and clarity of requested work, and that a concise justification is included.
- (12) Serve as the USAG-Heidelberg Contracting Officer's Technical Representative (COTR).
- (13) Develop an installation Solid Waste Management Plan. This plan will be reviewed and updated as necessary every 3 years.
- (14) Develop and recommend environmentally conscious and efficient operating procedures for solid waste management within the USAG-HD.
- (15) Develop solid waste generation minimization projects.
- (16) Represent the Garrison Commander at workshops, seminars, and meetings on solid waste management and recycling, as required.
- (17) **Maintain a Recycling Hotline where the community can** submit solid waste management and recycling suggestions and ideas and report inappropriate segregation and or solid waste management practices during normal working hours. **Hotline number is 387-3217, e-mail: SORT@hdpw.eur.army.mil**
- (18) Review scope of work and designs to ensure proper waste management and recycling guidelines and products have been incorporated into all projects and custodial services contracts IAW with solid waste management and recycling policies.
- (19) In co-ordination with the EMS Coordinator, schedule and co-ordinate facility "recycling" inspections of office and administration areas within the USAG-HD.

(20) Analyze statistical data to determine USAG-Heidelberg's recycling and solid waste generation patterns.

(21) Maintain a database of all monitored facilities building and areas for potential solid waste generation minimization opportunities. Identify violations of established Recycling Management Guidelines, enclosure (Enclosure 1).

e.) The EMS Coordinator Shall

(1) Provides support to the Solid Waste Manager in developing and providing training and informational material to the appointed unit representatives (ECOs) tasked with monitoring and enforcing recycling in office and administrative areas throughout the UASG-HD footprint. This support will include the development and dissemination of literature, guidance, and training aids as necessary to maintain the awareness of the program. Each directorate/tenant shall be responsible for making their ECO designation.

f. The Operation and Maintenance Division (O&M) Power Procurement and Energy Sections shall:

- (1) Compile and provide data for the solid waste manager on solid waste collection, recycling quotas, disposal costs and amounts/weights to enable statistical analyses of trends in waste handling as well as to input data into mandatory reports.
- (2) Identify non recycling compliant waste generators, calculate costs due to non compliance and provide lists to the solid waste manager.

g. USAG-Heidelberg Unit Commanders, Directors and Organizational Supervisors of Office and Administration Areas shall:

(1) Implement applicable recycling measures of the Solid Waste Management Program within the organization.

(2) Ensure that all personnel have taken the required EMS Recycling Program Training Presentation on the Environmental Division's EMS web-site:

<http://www.dpw.heidelberg.army.mil/environmental/Environmental.Manageme nt.System.htm>.

(3) Actively support the correction of identified recycling violations within the unit by:

- a. Monitoring Office or Administrative Areas Recycling Efforts.
- b. Ensuring your personnel understand the Solid Waste Management Recycling Program and Proper Segregation Requirements (including the locations of the recycling receptacles).
- c. Ensuring that the SOP for Recycling in Office and Administrative Areas is posted in a prominent location.
- d. Ensuring that receptacles are available at each work station for the separation and collection of recyclable materials where practical, at a minimum a container for paper is to be provided.
- e. Ensure receptacles for recyclables are available in central locations if not practical to be placed at each work station.
- f. Ensure that all receptacles provided for recycling are labeled correctly.
- g. Monitor to ensure that the correct products are being placed in these receptacles.
- h. Forwarding suggestions for improvement to the Recycling Program in office and administration areas and report instances of inappropriate management of solid waste and recyclables to the Solid Waste Manager (DSN: 387-3180) e-mail: **[SORT@hdpw.eur.army.mil](mailto:SORT@hdpw.eur.army.mil)**.

h. Each department and tenant activity shall:

- (1) Appoint an ECO who will be responsible to carry out recycling practices as outlined above and liaison with the Solid Waste Manager.
- (2) Be involved in the development of and expect to comply with the Solid Waste Management Plan.
- (3) Ensure that personnel are aware of and follow recycling policies and guidelines.
- (4) Post Paper Reduction Reminders by Printers and Copiers.
- (5) Adopt a "Double-Sided" Policy.
- (6) Have Trays in Your Office Area to collect and Reuse Paper used only on one side.



- (7) Have Trays in Your Office Area to Collect and Reuse Envelopes and File Folders.

i. Physical Security Officer shall:

- (1) Carry out required actions to ensure applicable legislation is adhered to
- (2) Enforce legislation.

j. ALL Garrison personnel shall ensure the following measures are followed in their office and administrative areas:

- 1) View the EMS Recycling Program Training Presentation on the Environmental Division's EMS web-site:

<http://www.dpw.heidelberg.army.mil/environmental/Environmental.Management.System.htm>

- 2) Utilize the proper receptacles for segregation of the waste into the different waste streams!
- 3) Ensure that all plastics, glass, and aluminum receptacles to be recycled are "spoon clean" (as clean as possible without wasting water to wash out).
- 4) Monitor the custodial staff in your area to ensure they are maintaining the segregation of the materials. If any discrepancies are noted in the management of the materials, or there are concerns, please contact the responsible contract inspector.
- 5) Ensuring that receptacles are available at each work station for the separation and collection of recyclable materials where practical, at a minimum a container for paper is to be provided.
- 6) Ensure receptacles for recyclables are available in central locations if not practical to be placed at each work station.
- 7) Ensure that all receptacles provided for recycling are labeled correctly. Printable labels are available on the Environmental Division's web-site:

<http://www.dpw.heidelberg.army.mil/environmental/Recycling.Office.Admin.Areas.htm>

Additional Paper Reduction Tips:

- a) Set Computer Defaults to Print Double-Sided.
  - b) Preview Documents before Printing.
  - c) Print Only the Pages You Need.
  - d) Format Standard Forms for Paper Reduction.
  - e) "Think Before You Copy." Make sure you really need the copies you make and do not make excess copies.
  - f) Shorten Documents, Where Possible.
5. The Garrison Solid Waste Manager shall review this SOP annually, making changes as necessary.
6. References:
- a. Executive Order (EO) 13101
  - b. IMA-E Regulation 420-49
  - c. USAG-HD Recycling Policy

Enclosures (1)

1. Recycling Program Guidelines



## Enclosure 1

### RECYCLING GUIDELINES FOR OFFICES AND ADMINISTRATION AREAS

#### 1) Use of Appropriate Containers for the Proper Segregation of Waste Streams:

##### a) Place only the following in the Paper (Blue) Containers:

Advertising leaflets  
Books & brochures  
Cardboard  
Cardboard files/folders  
Catalogs  
Clean paper bags  
Corrugated cardboard  
Magazines  
Newspapers  
Office paper  
Paper packaging  
Photocopy paper  
Telephone books  
Writing paper




**NOTE:** Paper Containers can be of any convenient and economically feasible construction (including standard Army issue metal trash cans and cardboard boxes) as long as they are clearly identified with a sign designating the contents appropriate for that container (i.e. "PAPER ONLY!"). These signs can be obtained from the EMS website or can be generated on Power Point by the unit and or organization. **Once designated, the end-user must ensure that only the appropriate materials are placed in the containers!!!!**

##### b) Place only the following in the Recycling (Yellow) Containers:

Aluminum foil  
Beverage cans  
Bottle tops, caps, lids  
Food cans  
Juice cartons  
Milk/beverage cartons  
Plastic bags  
Plastic beakers  
Plastic bottles  
Plastic containers  
Plastic foils  
Polystyrene foam parts  
Styrofoam



**NOTE:** Please use the list as a guide as to what goes in the yellow container or bag. This includes all packaging material with the “Grüner Punkt” (  ) symbol. **Yellow containers are for recyclable material (packaging material, beverage cartons, Styrofoam, plastic, metal, etc. but NOT paper).** Bulk recyclables can also be taken to the Recycling Center at Patrick Henry Village (PHV). Hours of operation are: 0800 - 1200 and 1300 – 1600, Mon-Fri; and Sat, 0800 – 1300. The Center is closed on German holidays but open on United States holidays.

**c) Place only the following in the Compost (Brown) Containers, if applicable to your Office or Administration Area:**

Banana skins  
Citrus fruit peelings  
Coffee grounds with filter  
Eggshells  
Flowers  
Fruit leftovers  
Hair  
Newspaper (only as wrapping)  
Nutshells  
Paper towels & tissues  
Pot plants  
Potting compost  
Salad leftovers  
Solid food leftovers  
Vegetable leftovers



**NOTE: Containers utilized for management of compostable materials MUST meet certain standards of construction.** If your office would like to segregate its biodegradable materials from the other waste streams, please contact the Solid Waste Manager at DSN: 387-3180 for the specific requirements. If your office or administration area chooses not to segregate its biodegradable waste, it should be placed in the general trash or rubbish container (clearly labeled “TRASH ONLY!” – often designated by being black in color).

**d) Place only the following in the Trash/Rubbish (Black) Containers:**

Adhesive tape  
Ashes & cigarette butts  
Ball-point pens  
Bones  
Q-tips & used Kleenex  
Dirty recyclable trash  
Dust



Felt-tip pens  
Light bulbs  
Magnetic tapes  
Meat, fat & fish leftovers  
Porcelain  
Rubber bands

**NOTE: TRASH/RUBBISH** containers are for rubbish and **non-recyclable** waste **ONLY** (cigarette butts, light bulbs, vacuum cleaner bags, dirty diapers, carbon or waxed paper, etc.). This container is provided for what is “left over” after all the recyclables are sorted out and placed in the appropriate containers below. Hazardous substances must be disposed of separately. If segregation of the waste streams generated in office and administration areas is done correctly, very little waste should go to the gray or black container.

- d) **The following Hazardous and Special Wastes should be taken to the PHV Recycling Center or managed in coordination with the Environmental Division (DSN: 387-3145):**

Alkaline solutions  
Automobile cleaning agents  
Batteries  
Brake fluid  
Cleaning agents  
Cold cleaning agents  
Disinfectants  
Energy-saving light-bulbs  
Fluorescent tubes  
Glues  
Insecticides  
Mercury thermometers  
Oil filters  
Old medicine  
Paint, varnish, glaze  
Paintbrush cleaning agents  
Pesticides  
Photo chemicals  
Solvents  
Spot remover  
Toner & Ink Cartridges  
Used motor oil  
Wood preservatives



**NOTE:** **Hazardous Substances** are considered dangerous to health and/or the environment and usually are described by any of the following: flammable, irritant, corrosive, reactive, poison, explosive, or water endangering. Common examples include paints, solvents, antifreeze, batteries, brake fluid, fuels, oven cleaners, disinfectants, and motor oil. Most household Hazardous Substances can be taken to the **PHV Recycling Center** for proper disposal. Hazardous Substances should be properly labeled according to content and in sealed containers and not leaking. Do not place Hazardous Substances in the solid waste disposal chain (Dumpster) or down the drain. Please contact the DPW Environmental Office at 387-3145 if you have any questions. Further, please note that Hazardous Substances must be handled and stored away from children in a safe and secure area.

- e. **Bulky items** such as furniture, carpets, etc., may not be placed in these containers. A special bulk pickup can be arranged by calling 370-6520 or Civilian 06221-57-6520. For your convenience, an answering machine has been provided on this phone line.